

# The Ruth H. Hooker Research Library

## and Technical Information Center



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### Ruth H. Hooker Research Library and Technical Information Center Serves Naval Research Laboratory Researchers and Administrators

by  
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and  
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#### • THE LABORATORY

The Ruth H. Hooker Research Library and Technical Information Center is a scientific research library that serves the researchers and administrators of the Naval Research Laboratory (NRL). NRL was established in 1923 by the Government at the urging of Thomas Edison for a National laboratory to serve the country's defense needs. NRL employs about 3,000 civilians, with about half actively engaged in research; another 1,000 on-site contractors are also engaged in the research effort. NRL occupies a 130-acre campus of 152 buildings located on the Potomac River in Southwest Washington, D.C. NRL serves as the Navy's corporate laboratory, conducting research in 17 broad areas: acoustics, advanced space sensing, artificial intelligence, astrophysics, biotechnology, chemistry, condensed matter science, information technology, materials research, optical sciences, plasma physics, radar and electronics, radiation technology, remote sensing, space science, space systems, and structural dynamics.

#### • THE LIBRARY

For over 60 years, the Library has served as a focal point for meeting the information needs of the Laboratory. Contributing to the Library's success as an information provider is an excellent research collection of books, journals, and reports, selected for relevancy to the NRL mission and interest areas. To provide users with intellectual and physical access to these holdings, emphasis has been placed on the creation of tools such as indexes and catalogs, now largely automated, and the establishment of an environment that encourages users to frequent the stacks and provides facilities for in-house use and the ability to borrow many materials. Over the last two decades, online subject and mission-oriented databases (some now available in-house on CD ROM) have become increasingly useful in helping investigators search the entire universe of information to identify sources relevant to their inquiries, and participation in OCLC allows the Library to locate and request such sources from other libraries electronically.

#### • Application of Technology

To support the NRL scientist in his acquisition of information, the Library is exploring and implementing a number of innovative services and technologies. Most of these are designed to facilitate access to information by scientists from their computers or workstations. Among the sources currently or soon to be available to NRL researchers and administrators through the campus network are access to: online databases available through OCLC First Search on the Internet; CD ROM databases, searchable over the Library's InfoNet network; the unclassified, unlimited portion of the technical reports catalog; the open literature catalog, soon to be converted to STILAS; and in-house databases such as a bibliography of NRL publications and corresponding citation histories. The Library is beginning to plan for the next step in providing information to its end-users, the electronic delivery of the documents themselves. For several years, unclassified reports have been scanned and stored on optical disks, primarily as a space saving effort. Experience gained in this effort has shown the value of a network-accessible optical system, linked to the existing library catalogs and databases, to enable users in their offices or other remote locations to retrieve

entire documents identified as relevant in a bibliographic search.

- **Organization and Structure**

The NRL Library is a Branch of the Laboratory's Technical Information Division. It consists of three Sections: Library Services (open literature reference services, interlibrary loan and book and software circulation), Library Resources (open literature acquisitions for the Library and the NRL community and cataloging) and Documents (classified and unclassified reports). The Library also operates a Microcomputer Software Support Center that provides software information, evaluations, and selection advice; offers hands-on experience and one-on-one instruction in the use of software; and assists users in solving installation, compatibility, and virus problems. Within the overall library framework, the Documents Section, with its emphasis on report literature, has the greatest interaction with DTIC and is a heavy users of its services.

- **THE DOCUMENTS SECTION**

The Documents Section consists of a section head, two reference librarians, one technical information specialist, and five library technicians.

Collections include primarily 350,000 technical reports in hard copy and 900,000 items on microfiche. The section adds 5,000 hard copy and about 25,000 microfiche each year (most of these are obtained from DTIC under the ADDS program), and circulates over 7,000 items per year. In 1991, the section ordered over 500 hard copy and 50 microfiche on-line using the DROLS terminal. In addition to the technical reports, the section maintains and keeps current budgeting, planning, and research and development documents for the Navy scientific effort. The Section is also the laboratory's custodian for Naval Warfare and Allied Tactical Publications. These publications, promulgated by the Chief of Naval Operations, contain current approved tactics, doctrine, procedures and terminology for the United States and NATO fleets.

- **Collection Organization and Access**

DTIC services and databases assist in organizing, cataloging and retrieving both DTIC and, perhaps surprisingly, the non-DTIC reports as well. DTIC microfiche are filed sequentially by AD numbers; the DROLS database serves as the catalog and locator tool for microfiche. Hard copy reports, whether or not they are in DTIC, are filed by an internal six digit accession number. Hard copy non-DTIC reports are analyzed and full cataloging records are entered into the Cuadra STAR system, which serves as the reports catalog. Hard copy DTIC reports, on the other hand, are represented in the STAR system with full descriptive cataloging, but they are not subject analyzed or indexed, since that information is already available in DROLS. Section staff search both STAR and DROLS in response to subject-based inquiries to assure complete retrieval. The DTIC Thesaurus (DTIC Retrieval and Indexing Terminology - DRIT) was loaded into STAR and provides an essential cataloging tool, ensuring uniformity of search terms throughout the STAR database.

The Cuadra STAR online catalog was installed in the Section in 1987. It currently contains 130,000 records, searchable by any known information (author, title, report number, contract number, issuing agency, subject etc.). The 6-digit accession number associated with each record is used to locate documents on the shelf or, if the document has already been scanned, on any one of 50 12-in optical disks housed in a autochanger or juke box. Simply entering the accession number retrieves page images of the required report. The user can page through these images, enlarged or rotated for viewing, advance to a specified page, or print out the entire document or selected pages for permanent retention. To date, 25,000 reports have been placed on optical disk.

- **Information Retrieval**

The DTIC Reports database, accessed through dedicated lines, is searched on a daily basis to produce on-demand bibliographies for individual scientists and library reference staff and to verify authors, titles, and AD numbers from fragmentary information. The Technical Report file and the Work Unit File are of particular utility in fulfilling the laboratory's information requirements. Library staff accessed the DTIC

database over 4,000 times in 1991 to locate information for laboratory researchers, staff use, and off-site requests. Reference staff also maintain 40 profiles for DTIC Current Awareness Bibliographies (CAB). Other database systems searched in the Documents Section include Dialog and CIRC.

In 1991, the section beta-tested DTIC's CD-ROM product offering bibliographic information on the last 20-year's output of technical reports. Staff found the CD-ROM to offer more search capabilities than DROLS; of particular importance is the ability to search titles, abstracts, and DTIC subjects in one command. The CD-ROM is being used directly by users visiting both the Documents Section and the Library Services Section; it will soon be available to end users over the campus network. The section is currently testing a prototype CD ROM of Navy work unit summaries produced by the Naval Air Warfare Center/Aircraft Division, Warminster, Pennsylvania (formerly the Naval Air Development Center), under the sponsorship of the Office of Naval Technology; it will also be available for network searching.

- **NRL Support for DTIC**

Two Laboratory personnel are heavily involved in DTIC activities. Peter H. Imhof, currently Head of the Technical Information Division and formerly Chief of the Library Branch, is current chairperson of the Resource Sharing Advisory Group (RSAG), and has been an active member since its inception in 1980. Mr. Kenneth Thoenes, presently senior reference librarian in the Documents Section, has been involved with the development of DTIC products and services for over 15 years. At present Mr. Thoenes is a member of the Users' Council, a post he has held for over eight consecutive years. He is editor of the DTIC Users Council Newsletter, a list of announcements and articles.

NRL is one of the prime contributors to the DTIC database. In 1991, the Laboratory contributed 60 formal reports and 125 memorandum reports to DTIC. The Documents Section itself submitted the unclassified reports (40 formal reports and 104 memorandum reports). The classified reports are submitted directly to DTIC from the Publications Branch in the Technical Information Division.



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Updated: 27-NOV-95

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